TUITION ASSISTANCE

FreshPoint encourages all Current Employees to expand their knowledge and skills through participation in outside educational programs. FreshPoint will reimburse Eligible Employees for tuition and applicable fees upon successful completion of an approved job-related course or training that the Employee voluntarily undertakes through an accredited educational institution, including vocational training programs such as Driver Training Programs.

- Tuition assistance is intended to cover job-related courses and must be approved before any courses begin.
- The Employee is responsible for paying the full course fee initially.
- The Employee that is taking undergraduate or vocational courses may be reimbursed for eligible expenses, such as, tuition, registration fees and books up to $3,000 per fiscal year.
- The Employee that is taking graduate courses may be reimbursed for eligible expenses, such as, tuition, registration fees and books up to $5,000 per fiscal year.

PROVISIONS:

1. **The Employee must be a full-time employee and have completed one year of service with the Company.**
2. **The Employee must be taking job-related courses from an accredited institution..**
3. **The Company's Reimbursement to each Eligible Employee will be up to $3,000 per fiscal year for undergraduate and vocational courses and up to $5,000 per fiscal year for graduate courses.**
4. **The Employee must achieve the equivalent of a "C" or better grade or a "Pass" in a pass/fail system to be eligible for reimbursement**
5. **Supervisory and OpCo President Approval are required prior to taking each class.**

STEPS TO COMPLETE:

1. Complete and submit a Tuition Reimbursement Application Form, which may be obtained through the Human Resources Department. Forms may be obtained by contacting your HRBP. Make sure to attach your registration form to this Application.
2. The completed Tuition Reimbursement Application Form must be submitted prior to attending class.
3. Send the completed Tuition Reimbursement Application Form along with any attachments to your Supervisor and OpCo President for necessary approvals.
4. Return the Form to Human Resources once all approvals have been obtained.
5. To be reimbursed for the course tuition fee, submit an expense report along with copies of the school's invoice and semester grade report to your Supervisor, OpCo President and then to Human Resources.

WHAT IF THE CLASS I WANT TO TAKE IS CONTINUING EDUCATION, OR OTHER SIMILAR SITUATION?

The requirements of the Tuition Assistance Program relate only to reimbursement for job related undergraduate, graduate and vocational courses. However, it is recommended that if you are considering taking a continuing education course, that is job related you must first obtain approval from your Immediate Supervisor.

Suggestions such as course description, catalogs and recommendations from faculty would be very beneficial to present to your Immediate Supervisor when inquiring about tuition reimbursement. Please keep in mind that your OpCo President does have the authority to approve or disapprove Applications Forms for Tuition Reimbursement.

FURTHER QUESTIONS:

If you have any additional questions, please contact your HRBP.

**These guidelines are reviewed on a regular basis by FreshPoint Management and are subject to change.*

TUITION ASSISTANCE APPLICATION

Date Submitted: _____

Employee Name:	
Job Title and Department:	
Date of Hire:	
Name of Course(s):	
Name of School or Institution: Note: Address Required	
Date Course is Scheduled to Begin:	
Date Course is Scheduled to End:	
How will this course benefit you in your current position or career path with FreshPoint?	
Tuition Cost:	

If I voluntarily terminate employment with FreshPoint within twelve (12) months of receiving reimbursement, I understand that I am legally obligated to repay FreshPoint 100% of any amounts paid to me, or on my behalf, under the Tuition Assistance Program; or 50% of any amounts paid to me, or on my behalf, within the thirteenth (13th) and twenty-fourth (24th) month period prior to my termination of employment. **In the event that I do not reimburse FreshPoint, I authorize FreshPoint to deduct the amount paid pursuant to the Tuition Assistance Program from any monies owed to me by FreshPoint.**

Employee's Signature		Date:
Manager Approval		Date:
OpCo President		Date:
Human Resources Approval		Date:
FreshPoint President		Date: